

Guideline on Reimbursement

Lingnan Entrepreneurship Initiative – Graduate Support Fund

Points to Note for Reimbursement

Required documents for reimbursement:

If you would like to initiate a request for reimbursement, please provide the following documents to LEI.

1. **A summary table** – an overview of all your purchased items and expenditure [*Please use the excel template provided to you at the email*]
2. **Original receipts** – must include company name, purchased items & total amount. In some cases, signature or company chop may be required. Please paste the original receipt on an A4 paper and label it with the reference number that you have indicated on the summary table (excel) for easy checking.
3. **An e-copy of the original receipts** – please scan and save them as separate files. Label the file name with reference number.

Note: For item [1] & [3], please send us via lei@ln.edu.hk. For item [2], please hand in the original receipts by post or in person. The OSL's office address and opening hours are as below.

Address: Room LBY101, 1/F B. Y. Lam Building, Lingnan University, Tuen Mun, N.T, Hong Kong

Office Hours:

Monday – Friday: 9:00AM – 1:00PM; 2:00PM – 5:36PM

Saturday, Sunday & Public Holiday: Closed

Expected time for reimbursement

The university will start the reimbursement procedure upon the receipt of a complete set of documents, which include the hard copy of the original receipts. Please expect a payment time of around 3-4 weeks.

Goods purchased in Taobao or via other online platforms

Please provide the following supporting information.

1. A capscreens which shows the goods that you've bought, their costs and total amount (Please include the delivery cost as well!)
2. If you paid it by credit card, there will be a 3% transaction fee when you check out, please also capscreens this amount as well
3. A bank statement record that shows the actual amount that you've paid **in HK dollars**. (Other unrelated items on your bank statement record can be hidden to protect your privacy)

Rationale: The main purposes of collecting these documents are for us to know 1) the items that you've purchased; 2) the cost in RMB (including transaction fee (if any)); 3) The actual amount in HKD after currency conversion so that we can reimburse the amount in HKD for you. If you are unable to provide *document No.3*, we will take reference from the exchange rate provided by the Lingnan University.

Service from freelancers

Please talk to the freelancer(s) to see if they can provide you a receipt. Usually they can make it upon client's request. On the receipt, please provide the following information.

1. Date of purchase/ completion
2. Types of service

3. Amount
4. Signature from the freelancer(s)
5. Contact information from the freelancer(s), e.g. name and email address

Remark: Please make sure the word “Receipt” is on the document to certify that you’ve already paid for the service.

Items value over HKD\$10,000

According to the University purchasing guidelines, all single purchases that exceed \$10,000 will have to be placed through the Office of Comptroller (CO) of the University via the most cost-effective means. Please allow sufficient time for the University to go through some administrative and sourcing procedures, which may take around one to two months. Please inform LEI staff before the purchase. Otherwise, you may have a risk of failing to reimburse the purchased item(s). Purchase of anything more than HKD\$10,000 shall be approved by the Director and the Programme Manager of Lingnan Entrepreneurship Initiative.

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